Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Associate Professorship or Professorship in Spanish Golden Age Literature</th>
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<tbody>
<tr>
<td>Department/Faculty</td>
<td>Faculty of Medieval and Modern Languages</td>
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<tr>
<td>Division</td>
<td>Humanities</td>
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<td>College</td>
<td>Merton College</td>
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<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</td>
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<td>Salary</td>
<td>The combined University and College salary will be on a scale from £46,336 to £62,219 p.a. plus additional benefits including:</td>
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<td>a College household allowance of £10,000 p.a.;</td>
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<td>or single accommodation in College free of rent with a residence allowance of £1,256 p.a.;</td>
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<td>or housing near College for the first 5 years free of rent with a household allowance of £2,512 p.a.;</td>
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<td>and access to a mortgage loan scheme.</td>
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<td>A health insurance scheme for the Fellow and family members is also available as detailed below.</td>
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<td>An additional allowance of £2,700 p.a. would be payable upon award of Full Professor title.</td>
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Overview of the post

Merton College and the Faculty of Medieval and Modern Languages are recruiting an Associate Professor (or Professor) of Spanish Golden Age Literature, with effect from 1 October 2018 or as soon as possible thereafter. This is a joint appointment and the successful candidate will be a member of the Faculty of Medieval and Modern Languages as well as an Official Fellow and Tutor in Spanish at Merton College.

The person appointed will be expected to engage in advanced study and academic research in the area of Golden Age Spanish Literature. This will include giving high-quality lectures, tutorials to undergraduates, and classes to graduate students; contributing to the teaching, research, and academic
administration of the Faculty and Sub-Faculty and the Colleges; and pursuing/leading an independent research programme.

In making this appointment, the College and the University share the goal of developing and strengthening the teaching and research capabilities of both the College and the Faculty of Medieval and Modern Languages, as well as contributing, more generally, to the goal of maintaining the University of Oxford as a leading centre for teaching and research in the subject.

Further information about the duties of the post, about Merton College and the University, and the terms and conditions of employment are provided in the section ‘Essential information for applicants’ below.

Candidates wishing to speak to someone informally about the post may contact Dr Rachel Buxton, Senior Tutor at Merton College (email: rachel.buxton@merton.ox.ac.uk), or alternatively Professor Jonathan Thacker, King Alfonso XIII Professor of Spanish Studies, at the Faculty of Medieval and Modern Languages (email: jonathan.thacker@mod-langs.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both.

Associate Professors are full members of University departments/faculties and college governing bodies, playing a role in the democratic governance of the University and their College. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation and creativity.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the ‘Benefits, Terms and Conditions’ sections for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

Duties of the post

The main duties of the post are as follows:

1. to engage in scholarly research and publication at an internationally recognised level in Spanish Golden Age Literature (including writing research articles for prestigious peer-reviewed journals, monographs and book chapters, and reviews; presenting papers at conferences; and organising international conferences to disseminate research findings);

2. to give 192 tutorial hours of teaching for Merton College across the 24 teaching weeks of the academic year (i.e. an average of 8 hours each week) according to the post-holder’s expertise and as required by the College, including teaching students of other colleges by exchange;

3. in exercising the normal duties of a College Tutor, to take responsibility for the organisation, supervision and teaching of Spanish at Merton College, as outlined below;

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4. to make an appropriate contribution to the supervision and/or teaching of graduate students in the University;

5. under the direction of the Faculty of Medieval and Modern Languages Board, to give no fewer than 16 lectures or classes in each academic year, in the area of Golden Age Spanish literature and culture (the Faculty operates a system by which graduate teaching counts against Faculty stint - graduate teaching options are available by the link to the Handbooks, below);

6. to take part in assessment and University examining when requested to do so;

7. to supervise undergraduate and Master’s student dissertations/special options;

8. to contribute to syllabus development, and to share in the work of Faculty committees developing academic strategies and policies;

9. to produce course materials, handouts, reading lists, and reports;

10. to pursue an independent programme of research and to identify sources of research income, develop proposals, and make funding applications to secure it;

11. to contribute to the administration of Merton College and of the Faculty, including acting as a member of College and Faculty committees when called upon to do so, and with a willingness to take on leadership roles in Merton College or the Faculty from time to time; and

12. to participate in the governance of Merton College, including exercising the duties of a Trustee.

No formal limitation is placed on examining or other work, but it is expected that Associate Professors will limit their total commitments, and the College their demands on them, so that sufficient time will be available for research.

Details of the undergraduate syllabus (Handbooks for the First Public Examination and the Final Honour School), and information about degree programmes taught jointly with Modern Languages (called “Joint Schools”), may be found at:

https://weblearn.ox.ac.uk/access/content/group/modlang/general/handbooks/index.html

Further details of all Modern Languages undergraduate courses at the University of Oxford are available at:

http://www.mod-lang.ox.ac.uk/course-finder

Handbooks relating to graduate teaching can be found at:

https://weblearn.ox.ac.uk/access/content/group/26e38a26-f27e-4c07-a0ac-7a8aec607d1c/general/handbooks/index.html

**College-specific duties**

Further information on College-specific duties is as follows:

- a) The Associate Professor will be required to give tutorials in Spanish for 192 contact hours across the 24 teaching weeks of each academic year to undergraduates of the College (hours will include the teaching of students by exchange with other colleges, on behalf of Merton) - see (b) below.

She or he will be required to share in the organisation of the teaching of Modern Languages and Linguistics in the College, working collaboratively with the other Fellows both in the subject and in Joint Schools subjects, and acting as Director of Studies to some of the undergraduates.

Tutors are expected to be committed to a broad academic and pastoral responsibility for the students under their care, to be locally and easily contactable by students and colleagues during full terms, to endorse applications made by students for various forms of College assistance, to write references, to recommend and select books for their subject area in the College Library, to mark tutorial work, to set and mark College examinations at the beginning of each term, to be

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present to report on students’ performance to the Warden at special meetings (known as Warden’s Collections) which each undergraduate is obliged to attend once a year, and to participate fully in the intensive undergraduate admissions exercise held each December.

The post-holder will also be expected to participate in Open Days aimed at prospective applicants, and to work with Merton’s Schools Liaison and Access Office to develop contacts with schools and to attract high-quality candidates for Modern Languages from a wide variety of schools. Attendance is expected at College events such as the Matriculation Dinner (for freshers), the Postmasters’ Dinner (for undergraduates holding College academic awards) and the Shrove Tuesday Dinner (for finalists).

The Fellow will be asked to advise the Senior Tutor on the admission of graduates and to serve as College Advisor to individual graduate students in Modern Languages and related subjects in the College, whose supervisors may well be located in other Colleges. College Advisors are expected to make contact with the graduate students under their care normally at least once a term, and to entertain them at lunch or dinner in the College once a term at the expense of the College. College Advisers also attend the progress meetings held by the Warden and the Dean of Graduates with all first-year graduates and with graduates in later years if they wish for one. Fellows are expected to participate in events which foster closer links between the Senior and Middle Common Rooms.

The successful candidate will be a member of the Governing Body of Merton College, and is thereby obliged to attend its meetings (three in each term). The College is a registered charity; members of the Governing Body are its trustees and must conduct its business in accordance with current UK charity law. A more detailed guide to these responsibilities will be communicated to the successful candidate following election as a Fellow.

As a member of Governing Body the Tutorial Fellow is expected to take a share in the work of that body and its committees. The post-holder must attend the Warden and Tutors’ Committee meetings held over lunch on most Wednesdays in term. The Fellow must also expect to serve on Standing Committees (although this is not usual during the first year of any Fellowship), and to serve from time to time as an Officer of the College if such a request is made by the Committee of College Officers. (Merton has appointed a permanent Senior Tutor to cover the roles of Senior Tutor, Tutor for Undergraduate Admissions and Tutor for Graduates so these duties are no longer undertaken by academic staff.) In particular, the Fellow is required to advise the College on the selection of Graduate Scholars and Junior Research Fellows when there are candidates in Modern Languages.

b) The successful candidate will give tutorials in Spanish Literature and Language, according to their expertise and as required by the College, and will teach students of other colleges by exchange.

The teaching required will be as follows:

i. a contribution to language teaching (i.e. translation into and out of Spanish);

ii. literature tutorials to first-year students on the full range of topics and authors required by the syllabus;

iii. for the Final Honour School syllabus (students in their second and final year): Paper VII (Spanish Literature 1543–1695), together with the prescribed authors of the same period for Paper X (Garcilaso de la Vega, Cervantes, Góngora, Quevedo, Calderón);

iv. for the Final Honour School syllabus (students in their second and final year), the Associate Professor should also contribute to the teaching of some of the Special Subjects (Paper X11s, and supervision of relevant Paper XIVs) as detailed in the Final Honour School Handbook.
Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University and the colleges are committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible. Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

The successful candidate will demonstrate the following:

1. the completion of a doctorate in a relevant field (or evidence of a completed doctoral dissertation submitted for examination by the advertised closing date for this position);
2. evidence of distinguished research and/or research potential in the area of Spanish Golden Age Literature, together with a publication record of international standing (appropriate to the stage of the candidate’s career, and which will contribute to and enhance the profile of the Faculty in this area), and a familiarity with the existing literature and research in the field;
3. evidence of an aptitude for teaching, and an awareness of pedagogic methods;
4. evidence of sufficient depth and breadth of knowledge in the subject to develop new proposals for Papers (i.e. courses/modules) at both undergraduate and graduate level;
5. evidence of sufficient specialist knowledge in the discipline to develop research projects and methodologies;
6. evidence of successful grant applications, or of the potential to make successful applications;
7. evidence of the ability to act as a graduate supervisor at the highest level;
8. evidence of the ability to act as an examiner;
9. evidence of participation in conferences, seminars and other research meetings;
10. evidence of the ability to undertake College and University administration, and to cooperate in College and University affairs;
11. evidence of the ability to undertake pastoral responsibilities for both undergraduate and graduate students; and
12. native or near-native fluency in written and spoken English and Spanish.

The appointment committee recognises that candidates can contribute to these goals in many different ways, and will use its professional judgment - based on the evidence available - to decide how successfully candidates could make such contributions, bearing in mind the needs of the College and the Faculty. It will take a particular interest in the likelihood that the candidate will produce research and teaching of a high standard.

How to apply

There is no separate application form for this post. Candidates are asked to submit all their application materials, in a single PDF document, by email to vacancies@merton.ox.ac.uk.

Applications must include:
Your full contact details including email address and at least one telephone number;

A covering letter or statement explaining how you meet the selection criteria above, and setting out which subjects (undergraduate and graduate) you can currently offer, or are prepared to offer, to teach for the College, and which for the Faculty;

A full CV and publications list;

The names and contact details (e-mail address and telephone number) of three referees; and

An indication of where you first heard about this post.

The closing date for the receipt of applications is 12 noon on Wednesday 2 May 2018.

Applicants should arrange for the three referees to write directly to the College by the deadline of 12 noon on Wednesday 2 May 2018. It is the responsibility of each applicant to ensure that their application, and all three references, arrive before the deadline.

References should be sent electronically to vacancies@merton.ox.ac.uk. Hard copy signed references will be required for the successful candidate.

Applicants are requested to inform their referees that, under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked “strictly confidential”. This instruction must appear on the letter of reference itself and not just on the envelope in which the letter is contained. Referees should also be asked to note that even where a reference is marked “strictly confidential” it could still be disclosed to the subject of the reference if that subject so requested and the College’s Data Protection Officer deemed it appropriate.

Applicants are encouraged to return the Recruitment Monitoring form (available for download from the College website: http://www.merton.ox.ac.uk/about-merton/vacancies).

The University and College welcome applications from candidates who have a disability or long-term health condition and are committed to providing long term support. The University’s disability advisor can provide support to applicants with a disability, please see www.admin.ox.ac.uk/eop/disab/ for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interview, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings www.admin.ox.ac.uk/access/.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed and will be asked to provide written work and give a short presentation to the committee as part of the interview process.

Interviews are expected to be held in Oxford on Thursday 24 and Friday 25 May 2018.

Applications for this post will be considered by a selection committee containing representatives from the Faculty of Medieval and Modern Languages and from Merton College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Humanities Divisional Board and the Governing Body of Merton College, on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the Divisional Board and the Governing Body of Merton College, and a formal contractual offer has been made.

Any candidate who, in the event of being shortlisted and invited for interview, will need a visa to travel to the UK for their interview should make contingency arrangements straight away. If an interview date is likely to cause a candidate severe difficulties, please raise this matter immediately by contacting Fiona Lawrence, HR Manager at Merton College, without waiting to be invited for interview (email: vacancies@merton.ox.ac.uk). Should you have any queries about how to apply, please also contact Fiona Lawrence at vacancies@merton.ox.ac.uk.
Essential Information for applicants for the Associate Professorship or Professorship in Spanish Golden Age Literature

Merton College

Merton College is one of the oldest colleges in Oxford. We are a vibrant, diverse, inclusive community with a strong commitment to excellence in research and teaching, and an exceptional record of academic success.

The College community currently comprises around 600 students (290 undergraduate and 310 graduate) across a range of Humanities, Social Science, and Science subjects, alongside some 70 Fellows, 40 other academic staff, and over 100 members of support staff.

Further information about the College can be obtained from www.merton.ox.ac.uk.

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

As set out in the ‘College Benefits, Terms and Conditions’ section below, the post-holder will be entitled to free breakfasts, lunches, and dinners when the College kitchen is open; either a £10,000 p.a. household allowance or rent-free accommodation; and may apply for up to £3,000 p.a. of qualifying research expenses.

Modern Languages at Merton

Merton currently admits nine undergraduates to read Modern Languages (including joint schools) each year. Its graduate community currently includes 15 graduates reading for higher degrees in Modern Languages.

The Tutorial Fellow will be one of a team of two Tutorial Fellows in Modern Languages at Merton, along with Professor Ian MacLachlan, Professor of French Literature. Merton also has Stipendiary Lecturer appointments in Portuguese, Italian, German, Russian, Linguistics, and French Language, as well as a German Lektor and French Lecteur.

Merton is firmly committed to supporting its Fellows’ research by means of research funding and generous Visiting Research Fellow and Visiting Scholar schemes. It is also in a position to provide subject-specific support in relation to period specialism of the postholder: Merton has particular strengths in the early modern period across the disciplines, including Professor Richard McCabe (early modern English literature and culture), Professor Lorna Hutson (early modern English literature and culture), and Professor Steven Gunn (early modern European history). The College often has Junior Research Fellows working in the early modern periods as well. Its current Fitzjames Research Fellow in Medieval English Literature is Dr Mark Williams, who is also Departmental Lecturer in Celtic in the Faculty of Medieval and Modern Languages.

For information on Fellows of Merton, see: https://www.merton.ox.ac.uk/fellows.

The Faculty of Medieval and Modern Languages

The Faculty is one of the leading centres for the study of European language, literature, and culture worldwide, offering expertise in the entire chronological range from the earliest times to the present day, and with specialists in film studies, cultural studies, history of the book, and cultural history as well as languages and literatures. The Faculty offers expertise in Celtic (Welsh and Irish), French, German, Italian, Modern Greek, Spanish, Portuguese, Russian, Polish and Czech, as well as in a range of other languages spoken in Europe. Colleagues across the various languages work together in various interdisciplinary
projects and research centres, which bring specialists in language and literature together with historians, philosophers, and social studies scholars.

The Faculty is partly college-based, and partly housed in University buildings in Wellington Square, where some academic staff and the Faculty’s administrative staff have offices, and at the Taylor Institution in St Giles’ where some teaching takes place and the main Faculty and research library is based. The Taylor Institution, a fine nineteenth-century building sharing with the Ashmolean Museum a commanding site on St Giles’, contains both the Taylorian Library, the largest and best resourced Modern Languages library in the country, and the Faculty’s largest teaching rooms.

The Faculty is divided into seven sub-faculties: French, German, Italian, Portuguese, Russian and other Slavonic Languages, Spanish and Modern Greek. The Faculty currently has 77 permanent academic postholders, including 9 statutory professorships. The colleges, which are responsible for undergraduate admissions and undergraduate tutorial teaching, admit a total of about 270 students a year to read for the Honour School of Modern Languages and its joint schools with Classics, English, History, Philosophy, Oriental Studies, and Linguistics. The Modern Languages Faculty Board is responsible for the admission and supervision of graduate students. There are about 60 graduates taking taught Masters degrees, and about 120 research students.

For more information please visit:  http://www.mod-langs.ox.ac.uk/.

The Sub-Faculty of Spanish

The Sub-Faculty of Spanish, home to the King Alfonso XIII Professor, is one of the leading departments of Hispanic Studies in the world. It comprises fifteen full-time postholders who offer expertise in medieval, Golden Age, modern peninsular and Latin American literature and culture as well as Spanish language and linguistics. Catalan and Galician are also taught by lectores. The sub-faculty runs a series of stimulating and well-attended seminars in term time and hosts annually the Forum for Iberian Studies as well as other lectures, symposia and conferences. There is a lively and diverse graduate body working in all of the areas of specialism offered by the sub-faculty.

Further details about the sub-faculty and its members can be found here: http://www.mod-langs.ox.ac.uk/spanish.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University’s libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: www.humanities.ox.ac.uk.

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About the University of Oxford

Oxford’s departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford’s self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on interdisciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford’s strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual’s unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at [www.ox.ac.uk/about/organisation/finance-and-funding](http://www.ox.ac.uk/about/organisation/finance-and-funding)), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian.

For more information please visit: [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors (£18,414 - £24,726). The combined College and University salary will be on a scale up to £62,219 per annum.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual ‘cost-of-living’ review. In exceptional cases, the Department/Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.
**Pension**

The college and University offer generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at [www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/).

**Sabbatical leave/dispensation from lecturing obligations**

You will be eligible to apply for dispensation from lecturing obligations in conjunction with sabbatical or other leave granted by the College. You may be dispensed from up to two courses of eight lectures or classes in any period of three years, up to a maximum of four courses in any period of fourteen years.

**Intellectual property and conflicts of interest**

Guidance is available on:
- ownership of intellectual property [www.admin.ox.ac.uk/statutes/regulations/182-052.shtml](http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml)
- managing conflicts of interest [www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/).

**Membership of Congregation**

Oxford’s community of scholars governs itself through Congregation which is its “parliament”. You will be a voting member of Congregation.

See [www.ox.ac.uk/about/organisation/governance](http://www.ox.ac.uk/about/organisation/governance) and [www.admin.ox.ac.uk/statutes/781-121.shtml](http://www.admin.ox.ac.uk/statutes/781-121.shtml) for further details.

**Family support**

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/). You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space. For more details, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

The Oxford University Newcomers’ Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/).

The Careers Service has a dedicated adviser for the partners of University employees, offering assistance in finding employment, training or volunteering opportunities. For details, please see [www.careers.ox.ac.uk/](http://www.careers.ox.ac.uk/).

**Welcome for International Staff**

One of Oxford’s great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/).

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If you require a visa, we have a dedicated team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

**Relocation**

Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.

**Promoting diversity**

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor’s Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups.

Please see [www.admin.ox.ac.uk/eop/](http://www.admin.ox.ac.uk/eop/) for details.

**Other benefits and discounts for University employees**

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at:

- [www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/](http://www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/)
- [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/)

**Pre-employment screening**

The appointment of the successful candidate will be subject to the University’s standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**Length of appointment**

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for all academic posts, for which the retirement date is the 30 September immediately preceding the 69th birthday.

The justification for this may be found at [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For existing employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

**College Benefits, Terms and Conditions**

The following conditions apply to Tutorial Fellows at Merton:

1. Every Fellow has the right to free breakfasts, lunches and dinners at the Common Table of the College when the College Kitchen is open;

2. A Tutorial Fellow who wishes to live in College may be provided with single accommodation in College free of rent, and will receive a residence allowance of £1,256 p.a.;
(iii) A Tutorial Fellow who does not wish to live in College accommodation will receive a household allowance of £10,000 p.a.;

(iv) The College has some houses of its own which are designated as ‘Tutors’ Houses’ but there is no guarantee that such a house will be available. However, the College will provide a flat or small house near the College on a temporary basis, i.e. for the first five years of appointment, if that is desired. Both categories of accommodation are provided rent-free and the Tutorial Fellow will receive a household allowance of £2,512 p.a.;

(v) The College operates a joint equity scheme limited to 50% of the value of the property or £300,000, whichever is the smaller;

(vi) A Tutorial Fellow will be provided with a teaching room in College;

(vii) A Tutorial Fellow will be enrolled as a member of the Universities Superannuation Scheme but may opt out (employee’s contribution is currently 8% of pensionable salary);

(viii) The College insures Fellows, cohabiting partners, and dependent children under the age of 21, with a medical insurance company free of charge (the premium is assessable as a taxable benefit);

(ix) The Tutorial Fellow may apply for up to £3,000 p.a. of qualifying research expenses.

(x) A Tutorial Fellow receives a taxable entertainment allowance of £450 p.a.;

(xi) The College has a sabbatical leave scheme which normally allows for leave of absence on full pay for three terms in every seven years, provided that satisfactory alternative teaching arrangements are made, and provided also that, if the Tutorial Fellow hold any office of profit during the period of her or his leave, the Governing Body shall have power to revise or discontinue her or his stipend as Tutor for that period;

(xii) The College provides for Maternity and Parental Leave on the same basis as the University (see above and www.admin.ox.ac.uk/personnel/during/family/);

(xiii) The College pays relocation expenses on the same basis as the University, with any allowable relocation expenses shared between the University and the College in proportion to the stipend paid by each;

(xiv) The appointment will be for five years initially. The first five-year period will be probationary. At the expiration of the initial five-year period, a Fellow may be re-elected for a further period, having met the criteria for re-appointment in accordance with College Bylaws. The procedure, which is complementary to, but separate from, that described in the University’s Further Particulars, is that a Tutorial Fellow shall submit to the Senior Tutor a report on his or her activities since appointment under the three headings of teaching; research and publication; and College and University administration. The College shall ask for a report from the Faculty or Department concerned. A Tutorial Fellow shall be re-appointed thereafter for periods of not more than seven years at a time, and upon the second and any subsequent re-appointment the Warden and the College's Fellowship and Appointments Committee shall consider the Tutorial Fellow’s performance in the three areas listed above.

(xv) The College is aligned with the University on EJRA.

(xvi) The appointment is conditional on verification of the successful candidate’s availability for employment in this country.

Sundry other information concerning both academic facilities (e.g., scheme for the provision of computer equipment) and domestic arrangements in the College (e.g., ordinary meals and College official feasts, use of the College key, Senior Common Room and Guest Room facilities, use of parking, telephones and photocopying, etc.) is contained in a Handbook for new Fellows, available from the Senior Tutor, Dr Rachel Buxton, rachel.buxton@merton.ox.ac.uk (01865 286 505).

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